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(17)

TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts, 01720

### VOLUNTEER COORDINATING COMMITTEE

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On November 28, 05 the Volunteer Coordinating Committee voted to recommend Rachel F. Lucas as a Regular member of the Acton-Boxborough Cultural Council with a 3 year term ending 6/30/08.

Rachel F. Lucas is interested in the Acton-Boxborough Cultural Council. She has lived in Acton 4 months and in Massachusetts 20 years. Rachel has a background in event planning and the arts and has worked at various art institutions including the Wang Center for the Performing Arts. Her first love has been theatre arts. She has worked at several arts organizations and has a background in PR and marketing for the arts. She has found great satisfaction in promotion and management. Rachel believes her experience would be a plus for the Cultural Council; and she would like to become involved in the Acton Community.

Rachel has been attending A-B Cultural Council meetings. VCC was impressed with her enthusiasm and vitality.

Nancy A. Whitecomb, VCC Chairman  
November 30, 2005

Original



# VOLUNTEER COORDINATING COMMITTEE

VOLUNTEER APPLICATION

**TOWN OF ACTON**  
472 MAIN STREET  
ACTON, MA 01720

TELEPHONE (978) 264-9612  
FAX (978) 264-9630  
E-MAIL VCC@ACTON-MA.GOV

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. Mrs. <u>Ms.</u> Dr.	E-mail Address rflucas@comcast.net	Date 10-26-05
Last Name Lucas	First Name Rachel	Middle Initial F.
Street Address 66 Alcott St.	Home Phone 978-263-1540	Business Phone —

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: Acton-Boxborough Cultural Council

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: \_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

Are you a U.S. Citizen? YES How long have you lived in Acton? 4 mos. In Massachusetts? 20 yrs.

Present occupation and employer (Optional: Attach résumé) (see attached)

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? No

Education or special training: Background in event planning and the arts - have worked at various arts institutions including Wang Center, First Night

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:

my first love has always been theatre arts, I have worked at several arts organizations and have a background in PR + marketing for the arts. Since I do not dance, sing, or act ☹ I have found great satisfaction in promotion and management! I believe my experience will be a plus for the Cultural Council, and I would like to become actively involved in the Acton community.

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

Acton Community Housing	Historic District Commission
Acton-Boxborough Cultural Council	Historical Commission
Aging, Council on	Joint Technology Advisory Committee
Appeals, Board of	Metropolitan Advisory Planning Council
Assessors, Board of	Minuteman Home Care
Cable Advisory Committee	Minuteman Vocational School Representative
Cemetery Commission	Personnel Board
Commission on Disabilities	Planning Board
Community Preservation Committee	Public Ceremonies Committee
Conservation Commission	Recreation Commission
Fair Housing Committee	South Acton Revitalization Committee
Finance Committee	Town Report Committee
Hanscom Field Advisory	Transportation Advisory Committee
Health, Board of	Volunteer Coordinating Committee

*Thank you.* If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, (978) 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

**VCC Interview**

**Appointing Body**

Applicant Called 11-22-05

Selectmen / Manager / Moderator

Schedule Date & Time 11/28/05, 7:45PM

Interview Date \_\_\_\_\_

Recommendation \_\_\_\_\_

Appointed Date \_\_\_\_\_

Term \_\_\_\_\_

Board, Committee or Commission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member / Alternate / Associate

Member / Alternate / Associate

Member / Alternate / Associate

Member / Alternate / Associate

Notification of Appointment

Recommendation Sent \_\_\_\_\_

Received by VCC \_\_\_\_\_

Committee Notified \_\_\_\_\_

Applicant Notified \_\_\_\_\_

☐ No openings at this time

**RACHEL F. LUCAS**  
 66 Alcott Street • Acton, MA 01720  
 rflucas@comcast.net  
 978-263-1540

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## **PROFESSIONAL EXPERIENCE:**

### **FREELANCE PHOTO RESEARCHER**

**March, 2002 – Present**

Research and obtain hi-resolution images for publication in higher-education texts. Proficient in photo research in the fields of technology, science, business management and theater arts. Coordinate licensing and permission for images; negotiate fees with photographers and stock agencies. Work closely with publishers and authors and act as consultant regarding final image selection. Perform extensive research using stock agencies and web-based photo libraries. Have developed close relationships with vendors around the world and am able to obtain royalty-free product shots and environment shots. Work with photographers to coordinate custom images. Maintain a comprehensive database of current contacts and up-to-date images.

- Clients include: AR Photo Research, Course Technology, Pearson Education/Prentice Hall, Allyn & Bacon
- Publications include: *Discovering Computers* (Shelly Cashman Series); *Operations Management*; *The World of Theater: Tradition and Innovation*, *Introduction to Psychology*

### **PUBLIC RELATIONS & MARKETING CONSULTANT**

**October, 1998 – 2001**

Created and implemented results-oriented public relations and marketing campaigns for lifestyle-oriented clientele. Client roster included the health care, arts and theater, science, consumer products and restaurant and hospitality industries. Established working relationships with members of the media nationwide. Acted as media liaison for clients and pitched creative story ideas to relevant media outlets. Proactively created marketing opportunities for clients through special events including product launches, press conferences, press tours and media launches. Wrote and edited press materials, comprehensive media kits, company newsletters, brochures and other collateral materials.

- Clients include: McKay Communications (Boston, MA), Devine & Pearson Communications (Quincy, MA), Kortenhaus Communications (Boston, MA), First Night Boston.
- Events include: Simmons Graduate School of Management Leadership Conference with Oprah Winfrey and Maya Angelou, First Night Boston Millennium Celebration, Joslin Diabetes Center High Hopes Diamond Gala, Massachusetts Olympic Committee Gold Medal Gala.
- Media placements include: NBC TV's *Today*, *Reuters Worldwide*, *Associated Press*, *Inc. Magazine*, *Boston Magazine*, *AdWeek*, *Boston Globe*, *Boston Herald*, *Improper Bostonian*, *WCVB TB 5*, *WHDH TV 7*, *WBZ NewsRadio*

### **KORTENHAUS COMMUNICATIONS, Boston, MA**

**Senior Account Manager, February 1997-October, 1998**

**Junior Account Executive, November 1995-February 1997**

Designed media communications and marketing campaigns for diverse client accounts at this public relations agency. Sampling of placements include: *CNBN*, *Forbes*, *American Health*, *New York Times*, *USA Today*. Clients include: First Night, Spence Centers for Women's Health, Rialto Restaurant, The Charles Hotel, Willowbee & Kent Travel Company, Wrentham Village Premium Outlets.

### **THEATER AND ARTS RELATED WORK:**

**1986-1989** – Spingold Theater, Brandeis University, Seamstress

**1990-1992** – Wang Center for the Performing Arts, Development Coordinator

**1992-1995** – Star Players of Taunton, General Manager for productions of *Bells are Ringing* and *Little Shop of Horrors*

**1997-2001** – First Night Boston, Public Relations

**2004** – Northeast Youth Ballet, PR and backstage Volunteer for *The Nutcracker*

**2005** – Allyn & Bacon Publisher, Photo Research for textbook *The World of Theater: Tradition and Innovation*

## **EDUCATION:**

**SUFFOLK UNIVERSITY LAW SCHOOL**, Boston, MA  
 Juris Doctor *Cum Laude*, May 1995

**BRANDEIS UNIVERSITY**, Waltham, MA  
 Bachelor of Arts *Cum Laude*, May 1989

**PERSONAL:** Hobbies include theater, ice skating.